

**TREASURER OF STATE MICHAEL L. FITZGERALD**

**IOWA**

*Fields of Opportunities*

**2012**



**UNCLAIMED PROPERTY  
REPORTING  
FILING INSTRUCTIONS**





**Michael L. Fitzgerald**

Treasurer of the State  
Capitol Building  
Des Moines, Iowa 50319-0005

Dear Holder,

Iowa has a rich tradition of providing its citizens with excellent public service. As State Treasurer, I have the responsibility and privilege to work with businesses and other entities to provide a great unclaimed property program to the citizens of Iowa. Your cooperation in the reporting process strengthens our trusted relationship with Iowans of past and present.

Holders of unclaimed property play a vital role in reuniting property with its owners. By being aware of the law and submitting accurate reports, your business takes the first step in reuniting owners with their lost property – which is this office's ultimate goal. We have compiled this instruction manual to aid you in reporting unclaimed property to the State of Iowa.

Please allow me to highlight a few things you should remember as you prepare your unclaimed property reporting package:

- Reports are due November 1, 2012.
- Reports consist of a signed coversheet, disk or cd, and the remittance check. Please send everything at once(not including safekeeping). Do not separate the cash remittance from the report.
- Security delivery instructions have changed – please see page six.
- Wages are considered abandoned after one year.
- Gift Cards are considered abandoned after three years of non-use regardless of expiration dates.

The Treasurer's office is glad to assist you in any way we can. Please do not hesitate to contact our office (phone 515-281-7546 or e-mail [upreport@iowa.gov](mailto:upreport@iowa.gov)). We welcome yourfeedback.

Sincerely,

A handwritten signature in black ink that reads 'Michael L. Fitzgerald'. The signature is written in a cursive, flowing style.

Michael L. Fitzgerald  
Treasurer of State

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# GETTING STARTED...

## WHAT IS UNCLAIMED PROPERTY?

Unclaimed Property is an outstanding obligation owed to a person; this could be a business, shareholder, investor, employee, customer, etc. This obligation is considered unclaimed when there has been no owner contact for a set period of time, which is generally three years. When efforts by the **holder** - the entity who is *holding* the unclaimed funds for the owner - to locate the rightful owner fail- the funds must be turned over to the State Treasurer, who is then responsible for safeguarding these funds, publicizing the names of the rightful owners, and returning the funds back to the owners as they come forward.

## HOW DO I REPORT UNCLAIMED PROPERTY?

Every company holding unclaimed funds should report via diskette or CD in the NAUPA II format. This request makes the processing of your report much faster. Once we receive your report, the diskette is loaded into our unclaimed property database, thus keeping the data you are sending to us exactly as you have reported it.

*\*HRS PRO and UPEXchange are free NAUPA format software programs. See our "Reporting Software" page on our website.\**

## WHAT MUST BE REPORTED AS UNCLAIMED PROPERTY?

1. **ANY FIXED AND OWING DEBT OR OBLIGATION WHICH HAS GONE UNPAID, AND WHOSE OWNER'S LAST KNOWN ADDRESS WAS IN IOWA IS REPORTABLE.**  
In addition, if a holder is incorporated in Iowa or is a governmental unit, unknown addresses or foreign addresses shall be reported to the State of Iowa.
2. **SECURITIES** are reportable when a missing owner fails to cash dividend checks, checks are being returned by the postal service, **OR** the shareholder's location is unknown for three consecutive years.
3. **SAFE DEPOSIT BOX (SBD) CONTENTS** are reportable if the owner has not paid a rental or lease payment for three years.

### **IMPORTANT NOTE:**

**The remittance deadline for Safe Deposit Boxes contents differs from the cash remittance. Contents are not to be sent with the report filed in November (556.13(1)). Instructions and inventory sheet(s) may be printed from the treasurer's website and this manual.**

556.13(1)

At the direction of the treasurer of state, the holder of tangible property held in a safe deposit box or other safekeeping depository shall deliver the property to the treasurer of state at the same time as or after filing the abandoned property report required in section 556.11.

**At this time holders are to continue to remit safekeeping AFTER they have received correspondence from the Treasurer's office stating to do so (generally spring of the following year).**



# THE PROCESS STEP BY STEP

-WITH TIMELINE-

## **1 IDENTIFY THE PROPERTY TO BE REPORTED cutoff date June 30<sup>th</sup>**

This includes savings and checking accounts, unclaimed wages, dividends, securities, policy benefits, any type of outstanding check, safe deposit boxes, utilities, etc. For a detailed listing, please refer to page 7.

## **2 ATTEMPT TO LOCATE THE OWNERS July - September**

You do this by sending a letter to the owner at the owner's last known address. A sample due diligence letter can be found on page 3.

## **3 LIST OWNER AND PROPERTY INFORMATION ON THE REPORTING SOFTWARE July - September**

Follow the instructions for the software program to report unclaimed cash, checks, shares of stock, etc. If reporting Safe Deposit Boxes, these must be on a separate report from intangible properties.

## **4 SEND ALL REPORTS AND REMIT FUNDS TO :**

### **Mail:**

Treasurer of State  
Unclaimed Property Division  
PO Box 10430  
Des Moines, IA 50306-0430

### **Physical(for courier deliveries – not safekeeping):**

Treasurer of State  
Unclaimed Property Division  
MAC N8200-071  
800 Walnut St  
Des Moines, IA 50309

All reports and remittances are due on or before

**November 1<sup>st</sup>.**

Checks made payable to:

**Treasurer State of Iowa**



# DUE DILIGENCE NOTIFICATION

Please do not include the Unclaimed Property Division telephone numbers as part of contact information on due diligence letters.

Reasonable efforts to locate owners when an account first becomes inactive or a check remains uncashed should be made. Statistics show that most individuals and companies can be found if an attempt to locate them is made during the first six months following a change of address.

It is important that you keep records of owners' **last known addresses** (even though mail may have been returned by the post office). **This information is extremely crucial in our efforts to verify ownership of property.** The last known address needs to be included in your report.

A holder is not required to make a due diligence mailing to owners whose property has an aggregate value of less than \$50.00.

Should an owner come forward after you have reported and turned over your unclaimed property; you may pay the claimant directly and then file for reimbursement from the Treasurer's Office.

June 30, 2012

Owner Name  
Owner Address  
Owner City, State, Zip

Dear Customer,

Based on our books and records, we have an outstanding obligation (insert type and amount) due to the person listed above. You need to contact us at the address and/or phone number listed below so that we can determine the proper course of action to take.

Holder Information:

Company Name  
Contact Person  
Address  
Phone Number  
Email

If we do not hear from you before (insert the last date by which the company can remove items for refunds before reporting to the state), the law requires us to submit this obligation to the State Treasurer's Office.

Sincerely,

ABC Inc.

**These letters should be done at the very latest – by the end of September. You will need to give at least thirty days notice to the owners BEFORE submitting the report to the Treasurer's Office.**

*Sample Letter*

**THE TREASURER OF STATE MAY CHARGE A \$5 FEE TO HOLDERS FOR EACH OWNER RECORD REPORTED ON A REPORT IF 35% OR MORE OF THE ACCOUNTS ARE CLAIMED WITHIN 24 MONTHS OF FILING THE REPORT (PLEASE REFER TO CHAPTER 556.11 FOR SPECIFIC LANGUAGE).**



## FREQUENTLY ASKED QUESTIONS....

**Q:** What happens if a holder does NOT report unclaimed property?

**A:** A holder who willfully fails to report and deliver unclaimed property could be assessed a 25% interest penalty. However, the treasurer has the authority to waive interest or penalties if a satisfactory explanation is given, or if there is a misunderstanding in applying Chapter 556.

**Q:** Can I charge service fees for items that are lost or misplaced?

**A:** No charges or fees may be assessed for failure to present the instrument for payment. However, if there is a valid and enforceable written contract between the holder and the owner that allows such charges or fees, then service charges or fees may be deducted. Also, when reporting, include a copy of the contract.

**Q:** What if my business sold gift certificates or gift cards that have never been redeemed?

**A:** Gift certificates and gift cards (MS12) are reportable three years after the date of issuance or date last used, regardless of whether the gift certificate or gift card has an expiration date.

**Q:** Does Iowa require negative reporting?

**A:** No. Negative reporting is not to be submitted.

**Q:** Do I need to include the detail (names, addresses, social security numbers and amounts) for aggregate items?

**A:** No, you don't have to but you can. If you chose not to, you should retain a detailed listing or report for your reference. This will save you time and effort later if owners come forward to claim aggregate items. There should only be one aggregate property on your report. Reporting in aggregate is your option, but understand that the treasurer's office does depend on your records and you to fill out Holder Reimbursement Forms.

**Q:** What is meant by "Aggregate?"

**A:** Aggregate means properties that are added together as one entry on a report. This should include unknown owners and properties under \$50.00 – that you DO NOT provide the detail on – see previous question.

**Q:** Is there a minimum dollar amount that the State of Iowa exempts from reporting?

**A:** No. **ALL** amounts are reportable to the State of Iowa.

**Q:** What happens if an owner comes forward to claim an amount that our company reported in the aggregate?

**A:** You will need to complete a Holder Reimbursement Form which tells our office what year you reported the funds and the amount owed to the rightful owner. You have the option of having the treasurer pay the owner directly or you can pay the owner then seek reimbursement from the treasurer's office. Please remember that if you chose to not provide owner information, you may be required to assist our office in the future by identifying an owner and filling out a Holder Reimbursement Form.

*If you have any other reporting questions, please feel free to e-mail [upreport@iowa.gov](mailto:upreport@iowa.gov) or call (515) 281-7546*  
**OR**

*If you have questions about holder claims, refunds, or the Great Iowa Treasure Hunt; email [foundit@iowa.gov](mailto:foundit@iowa.gov).*



## FREQUENTLY ASKED QUESTIONS.... (CONTINUED)

**Q:** Does Iowa have reciprocity agreements with any other states?

**A:** No. Therefore, all holders with unclaimed property for Iowa must report directly to the Iowa State Treasurer's Office.

**Q:** How do potential owners check for unclaimed property?

**A:** Individuals, businesses, or organizations may check for unclaimed property by visiting our website at [www.greatiowatreasurehunt.com](http://www.greatiowatreasurehunt.com) or by contacting the treasurer's office. It is the treasurer office's goal to return the property to the rightful owners.

**Q:** How do I file an extension?

**A:** Mail or fax (515) 281-6962 a written request to the Unclaimed Property Division before the November 1<sup>st</sup> due date of the report. State the reason why you need more time, the business FEIN and estimate the date your filing will be completed. An extension up to three months may be granted. You will receive a written response to your request so please include contact information.

**Q:** When can IRAs and similar property be turned over to the state?

**A:** An IRA cannot be reported until three years after its mandatory distribution maturity date, which is when the owner reaches 70 ½. If you have more questions, you can reference Iowa's Code– 556.7.

**Q:** What types of property may be retained by Cooperatives?

**A:** Any dividend, patronage dividend, membership fees, or capital credit distribution after July 1, 1997, may be retained by the cooperative. These properties must be placed into a fund for the teaching and promoting of cooperatives or economic development of the cooperative. For further information please reference the Iowa Code 499.30A.

**Q:** Does Iowa have a business to business exemption?

**A:** Yes. From the Iowa code 556.1 (definition section):

*'Property'* does not include credits, advance payments, overpayments, refunds, or credit memoranda shown on the books and records of a business association with respect to another business association unless the balance is property described in section 556.2 held by a banking organization or financial organization.

**Q:** How long should we keep our unclaimed property records?

**A:** According to Iowa Code Chapter 556.11(8a):

A holder required to file a report under this section shall maintain its records containing the information required to be included in the report until the holder files the report and for four years after the date of filing, unless a shorter time is provided in paragraph "b" or by rule of the treasurer of state.

**Q:** If a customer has both a dormant and active account, is the dormant account considered unclaimed property?

**A:** No, the dormant account is not considered abandoned as the bank has an ongoing active relationship with the owner.



# DELIVERY OF SECURITIES

**Prior to** the delivery of any and all shares (except DWAC –see below), fax a statement listing the Mellon account number, number of shares, CUSIP, security description, delivering party's DTC ID number (if applicable) and date of delivery to: **877-235-1418**

## **TRANSFER OF BOOK-ENTRY ELIGIBLE SHARES:**

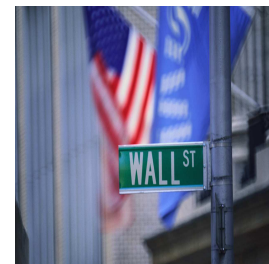
DTC(Depository Trust Company) #: 954

For: Treasurer of the State of Iowa, Unclaimed Property

Mellon Account Number: IO7F5000002

Agent Bank #: 26017

Institution #: 93752



## **TRANSFER OF FEDERAL RESERVE BOOK ELIGIBLE SHARES:**

Federal Reserve Bank of New York

ABA#:0210-0001-8

BK of NYC/TRUST/IO7F5000002

## **FOR PHYSICAL DELIVERY OF SECURITIES:**

Mellon Securities Trust Co.

One Wall Street

3rd Floor- Receive Window C

New York, NY 10286

Iowa's Nominee Name: MAC & Co

Federal Tax ID # 25-1536944

Unclaimed Property Account

Account number: IO7F5000002



- Dividend Reinvestment Plan shares (**DRP**) should be liquidated and a certificate issued for whole shares and cash for any fractional shares.
- For all security reporting, whole shares are to be transferred and any **fractions should be cashed out**. Please mail checks (with reference to account # IO7F5000002, CUSIP, & number of shares represented) to:

MAC & CO  
Treasurer State of Iowa  
Room 151-0510  
One BNYMellon Center  
500 Grant Street  
Pittsburgh, PA 15258

## **TO SET UP A DWAC OF SHARES:**

Fax the following information to our office (515-281-6962)

Date of DWAC

Number of shares

Description/name of shares with CUSIP

# MUTUAL FUNDS

Mutual Funds must be registered in the name of :

**Treasurer State of Iowa**

Using Federal Tax ID #

**42-6004579**

And the following address:

**Treasurer State of Iowa  
Unclaimed Mutual Funds  
Lucas State Office Building  
321 E 12<sup>th</sup> Street  
Des Moines, IA 50319**



- **Mail all statements, checks and other correspondence to the above address.**
- **Set the distribution option on all dividends and capital gains to CASH.**
- **Do not enroll any state account in a dividend reinvestment plan.**
- **For shares previously held in a dividend reinvestment plan:  
Liquidate any fractional shares and issue a certificate for all whole shares. Forward the check and certificate to the address above.**
- **If the Treasurer already has an existing mutual fund account for the new shares being reported, please transfer the new shares to the existing account; do not open a new account.**

**ACCOUNT BALANCES – 3 years**

556.2	<b>AC01</b>	Checking Account
556.2	<b>AC02</b>	Savings Account
556.2	<b>AC03</b>	Matured CD or Savings Certificate
556.9	<b>AC05</b>	Money on Deposit to Secure Fund
556.9	<b>AC06</b>	Security Deposits
556.9	<b>AC07</b>	Unidentified Deposits
556.9	<b>AC08</b>	Suspense Accounts

**AGGREGATE**

556.9	<b>*AC99</b>	Aggregate Reporting
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**UNCASHED CHECKS – 3 years**

556.2B	<b>CK01</b>	Cashiers Checks
556.2B	<b>CK02</b>	Certified Checks
556.2B	<b>CK03</b>	Registered Checks
556.2B	<b>CK04</b>	Treasurer's Checks
556.2B	<b>CK05</b>	Drafts
556.2C	<b>CK06</b>	Warrants
556.2B	<b>CK07</b>	Money Orders
556.2A	<b>CK08</b>	Traveler's Checks - 15 years
556.2B	<b>CK09</b>	Foreign Exchange Checks
556.9	<b>CK10</b>	Expense Checks
556.9	<b>CK11</b>	Pension Checks
556.9	<b>CK12</b>	Credit Checks or Memos
556.9	<b>CK13</b>	Vendor Checks
556.9	<b>CK14</b>	Checks Written Off to Income
556.2B	<b>CK15</b>	Outstanding Official Checks
556.2	<b>CK16</b>	CD Interest Checks
556.2A	<b>CK17</b>	Express Money Orders - 7 years

**EDUCATIONAL SAVINGS ACCOUNTS -3 years**

556.7	<b>CS01</b>	Cash
556.7	<b>CS02</b>	Mutual Funds
556.7	<b>CS03</b>	Securities

**LOCAL GOVN'T / COURT DEPOSIT - 2 years**

556.8	<b>CT01</b>	Escrow Funds
556.8	<b>CT02</b>	Condemnation Awards
556.8	<b>CT03</b>	Missing Heir's Funds
556.8	<b>CT04</b>	Suspense Account
556.8	<b>CT05</b>	Other Court Deposit
556.8	<b>CT06</b>	Child Support
556.8	<b>CT08</b>	Accounts Payable
556.8	<b>CT09</b>	Victim's Restitution
556.8	<b>CT10</b>	Miscellaneous Checks

**HEALTH SAVINGS PLANS – 3 years**

556.7	<b>HS01</b>	Health Savings Account
556.7	<b>HS02</b>	Health Savings Account Investment

**INSURANCE - 3 years**

556.9	<b>IN01</b>	Individual Policy Benefits of Claim Payment
556.9	<b>IN02</b>	Group Policy Benefits or Claim Payments
556.3	<b>IN03</b>	Proceeds Due Beneficiaries
556.3	<b>IN04</b>	Proceeds from Matured Policies, Endow., annuities
556.9	<b>IN05</b>	Premium Refunds
556.9	<b>IN06</b>	Unidentified Remittances
556.3	<b>IN07</b>	Other Amount Due Under Policy Terms: Whole life term or endowment or annuity or supplementary

556.9	<b>IN08</b>	Agent Credit Balances
556.9	<b>IN09</b>	Retained Asset Account
556.3A	<b>IN10</b>	Proceeds or shares of stock from demutualization

**TRADNL IRA, SEP IRA SARSEP IRA&SIMPLE IRA – 3 years**

556.7	<b>IR01</b>	Cash
556.7	<b>IR02</b>	Mutual Funds
556.7	<b>IR03</b>	Securities

**ROTH IRA – 3 years**

556.7	<b>IR05</b>	Cash
556.7	<b>IR06</b>	Mutual Funds
556.7	<b>IR07</b>	Securities

**MINERAL PROCEEDS and MINERAL INTERESTS - 3 years**

556.9	<b>MI01</b>	Net Revenue
556.9	<b>MI02</b>	Royalties
556.9	<b>MI03</b>	Overriding Royalties
556.9	<b>MI04</b>	Production Payments
556.9	<b>MI05</b>	Working Interest
556.9	<b>MI06</b>	Bonuses
556.9	<b>MI07</b>	Delay Rentals
556.9	<b>MI08</b>	Shut-in Royalties
556.9	<b>MI09</b>	Minimum Royalties

**MISC. CHECKS and TANGIBLE PROPERTY - 3 years**

556.9	<b>MS01</b>	Wages, Payroll, Salary - 1 year
556.9	<b>MS02</b>	Commissions - 1 year
556.9	<b>MS03</b>	Worker's Compensation
556.9	<b>MS04</b>	Payment of Goods & Services
556.9	<b>MS05</b>	Customer Overpayments
556.9	<b>MS06</b>	Unidentified Remittances
556.9	<b>MS07</b>	Unrefunded Overcharges
556.9	<b>MS08</b>	Accounts Payable
556.9	<b>MS09</b>	Credit Balances & Accounts Receivable
556.9	<b>MS10</b>	Discounts Due

**MISC. CHECKS and TANGIBLE PROPERTY - 3 years (cont.)**

556.9	<b>MS11</b>	Refunds Due
556.9	<b>MS12</b>	Unredeemed Gift Cards & Gift Certificates
556.9	<b>MS13</b>	Unclaimed Loan Collateral
556.7	<b>MS14</b>	Pension & Profit Share Plans (IRA, KEOGH)
556.6	<b>MS15</b>	Dissolution / Liquidation - 1 year
556.9	<b>MS16</b>	Misc. Outstanding Checks
556.9	<b>MS17</b>	Misc. Intangible Property
556.9	<b>MS18</b>	Suspense Liabilities
556.9	<b>MS19</b>	Uncashed rebates
556.9	<b>MS20</b>	Gambling Winnings

**SECURITIES - 3 years**

556.5	<b>SC01</b>	Dividends
556.9	<b>SC02</b>	Interest (Bond Coupon)
556.5	<b>SC03</b>	Principal Repayments
556.5	<b>SC04</b>	Equity Payments
556.5	<b>SC05</b>	Profits
556.5	<b>SC06</b>	Funds Paid to Purchase Shares
556.5	<b>SC07</b>	Funds for Stocks & Bonds
556.5	<b>SC08</b>	Shares of Stock (returned by Post Office)
556.5	<b>SC09</b>	Cash for Fractional Shares
556.5	<b>SC10</b>	Unexchanged Stock of Successor Corp.
556.5	<b>SC11</b>	Other Certificate of Ownership
556.5	<b>SC12</b>	Underlying Shares or Other Outstanding certs
556.5	<b>SC13</b>	Funds for Liquidation
556.9	<b>SC14</b>	Debentures
556.5	<b>SC15</b>	U.S. Government Securities
556.5	<b>SC16</b>	Mutual Fund Shares
556.9	<b>SC17</b>	Warrants (Rights)
556.9	<b>SC18</b>	Matured Bond Principal
556.5	<b>SC19</b>	Dividend Reinvestment Plans
556.5	<b>SC20</b>	Credit Balances

**SAFE DEPOSIT BOXES - 3 years**

556.2.4	<b>SD01</b>	Safe Deposit Box Contents
556.2.4	<b>SD02</b>	Other Safekeeping
556.2.4	<b>SD03</b>	Other Tangible Property

**TRUST, INVESTMENT & ESCROW ACCOUNTS - 3 years**

556.7	<b>TR01</b>	Paying Agents Accounts
556.7	<b>TR02</b>	Undelivered Uncashed Dividends
556.7	<b>TR03</b>	Funds Held in Fiduciary Capacity
556.7	<b>TR04</b>	Escrow Accounts
556.7	<b>TR05</b>	Trust Vouchers

**UTILITIES - 1 year**

556.4	<b>UT01</b>	Utility Deposits
556.9	<b>UT02</b>	Membership Fees - 3 years
556.4	<b>UT03</b>	Refunds or Rebates
556.9	<b>UT04</b>	Capital Credit Distributions - 3 years

\*Aggregate includes ALL records without detail, less than \$50 reported or where the owner is unknown. Only ONE Aggregate per report



# PROPERTY TYPE CODES AND THEIR IOWA CODE SECTIONS

# OWNER RELATIONSHIP CODES & DEFINITIONS

<b>Administrator</b>	<b>AM</b>	The person appointed by the court to handle the estate of someone who died without a will, with a will with no nominated executor, or the executor named in the will has died, has been removed from the case, or does not desire to serve.
<b>Attorney For</b>	<b>AF</b>	A person legally appointed by another to act as his or her agent in the transaction of business – not an owner of the property but a representative of the owner.
<b>Beneficiary</b>	<b>BE</b>	Any person or entity (like a charity) who is to receive assets or profits from an estate, a trust, an insurance policy or any instrument in which there is a distribution.
<b>Conservator</b>	<b>CO</b>	A guardian and protector appointed by a judge to protect and manage the financial affairs and/or the person's daily life due to physical or mental limitations or old age.
<b>Custodian</b>	<b>CU</b>	A person with whom some article is left, usually pursuant to a contract (called a "contract of bailment"), who is responsible for the safe return of the article to the owner when the contract is fulfilled.
<b>Doing Business As</b>	<b>DB</b>	The name of the business or operation that does not include the legal name of its proprietor, the names of all partners, or the official registered name of the limited partnership or corporation that owns it.
<b>Estate</b>	<b>ES</b>	All the possessions of one who has died and are subject to probate (administration supervised by the court) and distribution to heirs and beneficiaries, all the possessions which a guardian manages for a ward (young person requiring protection and administration of affairs), or assets a conservator manages for a conservatee (a person whose physical or mental lack of competence requires administration of his/her affairs).
<b>Executor</b>	<b>EX</b>	The person appointed to administer the estate of a person who has died leaving a will, which nominates that person.
<b>For Benefit Of</b>	<b>FB</b>	Property held for an individual by another individual or business with the best interest of the individual in mind.
<b>Guardian</b>	<b>GR</b>	A person who has been appointed by a judge to take care of a minor child (called a "ward") or incompetent adult person to manage that person's affairs.
<b>Insured</b>	<b>IN</b>	The person or entity who will be compensated for loss by an insurer under the terms of a contract called an insurance policy.
<b>Joint Tenants</b>	<b>JT</b>	An account held in joint tenancy presumes a right of survivorship, but this presumption can be overcome by evidence that the account was really the property of only one, and the joint tenancy was for convenience. Right of Survivorship is not specifically stated. -6-
<b>Joint Tenants In Common</b>	<b>JC</b>	Joint owners of a property. A surviving tenant of the account does not necessarily acquire the rights (and account assets) of the deceased person. Rather, each tenant in the account can stipulate in a written will how his/her assets will be distributed upon his/her death.
<b>Joint Owner/And</b>	<b>AD</b>	Unspecified Joint relationship including 'and'.
<b>Joint Tenants with Rights of Survivorship</b>	<b>JW</b>	A type of account which is owned by at least two people, where all tenants have an equal right to the account's assets and are afforded survivorship rights in the event of the death of another account holder. In this type of account, a surviving member will inherit the total value of the other member's share of account assets upon the death of that other member. All members of the account are afforded the power to conduct investment transactions within the account as well.
<b>Either Person May Claim</b>	<b>OR</b>	Unspecified joint relationship including 'OR'
<b>Payee</b>	<b>PA</b>	The one named on a check or promissory note to receive payment.
<b>Power of Attorney</b>	<b>PO</b>	A written document signed by a person giving another person the power to act for the signer in designated circumstances and with respect to designated property. Explanation: There are both general powers of attorney which give the authorized party broad discretion and special powers of attorney that are limited in scope.
<b>Remitter</b>	<b>RE</b>	Used primarily on official checks. The Remitter is the person who purchased the official check. This relationship is separate from the Holder who turns the property over to the state.
<b>Sole Owner</b>	<b>SO</b>	Sole Owner is used when there is only a single owner for the property, and that person has all rights to the ownership of the property.
<b>Trustee</b>	<b>TE</b>	A person or entity who holds the assets of a trust for the benefit of the beneficiaries and manages the trust and its assets under the terms of the trust stated in the Declaration of Trust which created it.
<b>Trust</b>	<b>TR</b>	An entity created to hold assets for the benefit of certain persons or entities, with a trustee managing the trust (and often holding title on behalf of the trust).
<b>Under Will</b>	<b>UW</b>	Individual becomes owner after the death of another individual as directed in their will.
<b>Uniform Gift to Minor Act</b>	<b>UG</b>	Property that was gifted to a Minor according to the Uniform Gifts to Minor's act. Regardless of whether the minor has reached the age of majority, they should be coded with the UG relation. The custodian on the account should be coded as CU.
<b>Uniform Transfer to Minor Act</b>	<b>UT</b>	An extension to the Uniform Gifts to Minors Act that allows items other than cash or securities to be considered gifts.
<b>Unknown</b>	<b>UK</b>	The owner's relationship to the property is not known.

**\*\*These definitions are to be used as a reference only to aid holders in determining their unique owner types\*\***

# NATIONAL UNCLAIMED PROPERTY GENERAL CONTACT INFO AND MONTHS DUE

If you are holding property for a person or business whose last known address is not in Iowa, you **must** report those owners' records to the **state of last known address**. This is according to the Supreme Court decision *Texas v. New Jersey*. If and only if the address is completely unknown should any funds be returned to the state of incorporation.

STATE	PHONE NUMBER	Month Due	STATE	PHONE NUMBER	Month Due
Alabama	888-844-8400	November	Montana	866-859-2254	November*
Alaska	907-465-3726	November	Nebraska	402-471-8497	November*
Arizona	602-716-6031	November	Nevada	702-486-4140	November*
Arkansas	501-682-6000	November	New Hampshire	603-271-2619	November*
California	916-464-6284	November*	New Jersey	609-984-5214	November*
Colorado	800-825-2111	November	New Mexico	505-827-0767	November*
Connecticut	800-702-3276	April	New York	800-221-9311	*
Delaware	302-577-8782	*	North Carolina	919-508-1000	November*
Florida	850-413-5522	May	North Dakota	701-328-2800	November*
Georgia	404-968-0490	November	Ohio	877-644-6823	November*
Hawaii	808-586-1589	November	Oklahoma	405-521-4275	November
Idaho	877-388-2942	November	Oregon	503-986-5200	November
Illinois	217-524-0023	*	Pennsylvania	800-379-3999	April
Indiana	800-447-5598	November	Rhode Island	401-222-6505	November
Iowa	515-281-7546	November	South Carolina	803-737-4771	November
Kansas	785-291-3173	November*	South Dakota	605-773-3900	November*
Kentucky	800-465-4722	November	Tennessee	615-253-5362	May
Louisiana	225-219-9400	November	Texas	800-321-2274 x-66246	July
Maine	207-624-7470	November*	Utah	801-715-3300	November
Maryland	800-782-7383	October*	Vermont	802-828-2407	May
Massachusetts	617-367-0400	November*	Virginia	804-225-2547	November*
Michigan	517-636-6940	July	Washington	360-705-6706	November
Minnesota	651-296-2568	October*	West Virginia	304-340-1574	November
Mississippi	601-359-3534	November	Wisconsin	608-267-7977	November
Missouri	573-751-0123	November*	Wyoming	307-777-5590	November

*\*Refer to the state's law for specific information. Please note that this is for general reporting and that some states have unclaimed life insurance due different months. Holders should refer to each state's specific codes.*

IOWA

Property Type	Dormancy Period	Report Period End	Last Activity Date	Report/Remit
Wages, Commissions, & Utility Deposits/Refunds	1 Year	6-30-2012	6-30-2011	11-01-2012
Gift Certificates	3 Years	6-30-2012	6-30-2009	11-01-2012
Stock & Dividends	3 Years	6-30-2012	6-30-2009	11-01-2012
Accounts, Checks, & SDB	3 Years	6-30-2012	6-30-2009	11-01-2012
Court Deposits	2 Years	6-30-2012	6-30-2009	11-01-2012



# HOW TO REPORT SAFE KEEPING



- Safekeeping is to be **reported** by November 1<sup>st</sup>
- **All** contents must be reported and remitted to the Treasurer's Office – even if they are considered to be of no value.
- Contents **must** be reported in electronic form so that they can be uploaded directly into the Treasurer's system.
- The more accurate/complete the inventory is the less inquiries you will receive from our office regarding possible discrepancies.
- **PAPER INVENTORY FORMS ARE NO LONGER NECESSARY** (we have included them for your convenience only).
- Contents will be **remitted the following spring when requested.**

## HOW TO REPORT AND ITEMIZE CONTENTS

Open all sealed envelopes/containers to obtain an accurate description.

### **PAPERS**

Will of John Doe

American Insurance Company insurance policy John Doe

Birth Certificate of John Doe

Abstract of home located 123 Main St

Miscellaneous papers of no value (Examples – receipts, letters, tax documents, car titles, empty envelopes...)

### **SECURITIES**

American Company, Certificate #ABC123, 600 shares, registered to John Doe

\$50 US Series E savings bond #Q6349724P for John Doe

### **CASH/COIN**

12 wheat pennies

5 buffalo nickels

20 Mexican pesos

40 nickels

10 - \$1.00 bills

73 Jefferson nickels

1 coin wrapper containing 50 US pennies dated 1918-1964 (if wrapper was originally empty, please indicate).

### **VALUABLES/OTHER**

6 gold colored necklaces

1 gold colored pocket watch

1 gold colored ring with 5 clear stones

1 pair screw back earring with clear red stone

**DO NOT** remit firearms without going through the following steps:

1) Contact the local authorities and explain the situation.

2) If after the authorities have been contacted, the firearm is deemed acceptable to turn over to the Treasurer's Office, please call and arrange for it to be delivered.

**\*\*If the safekeeping has contents that are considered hazardous or dangerous to ship, please contact the Treasurer's Office *before* remitting.\*\***

## **REMITTING CONTENTS**

Contents will be **remitted the following spring** as requested by the Treasurer's Office. You will receive notice giving exact dates.

When the time comes to remit the contents, the financial institution is responsible for the contents until the delivery is made to the Lucas building. It is in the financial institution's best interest to send by certified mail or hand delivery to have confirmation of delivery.

# **SAFE DEPOSIT BOX REPORTING INSTRUCTIONS**

## **REPORTING**

If you have safe deposit box contents, you must file a **SEPARATE REPORT** for the safe deposit box items due November 1st.

## **HOW TO REPORT**

You **must** complete the report electronically by entering the owner detail information under “Properties” of the reporting software. Do not report **EMPTY BOXES**.

## **SAFE DEPOSIT BOX INVENTORY SHEET INSTRUCTIONS**

**Holder name:** enter your Bank or Financial institution name.

**Report year:** enter the year for which the report is being filed.

**Property type:** enter the type of property: SDO1-safe deposit box contents; SD02-other safekeeping; or SD03-other tangible property.

**Owner information:** enter the full name of the owner, address, and social security number. If an SDB has two

owners, the names of both must be shown with the relationship (example: joint, or, etc).

**Date of abandonment:** enter the date that the rental period expired or the date of the last contact with owner.

**Branch:** if applicable, enter the name and city/state of the branch location where the contents were held.

**Contents inventoried by:** sign to verify that there has been true and accurate accounting.

**Itemized description:** enter an itemized description of the safe deposit box or safekeeping items.

Send the signed Holder Report Cover Sheet (printed from any software) and diskette with the owner detail by **November 1<sup>st</sup>**

## **WHEN TO REMIT:**

**DO NOT** send safe deposit box contents or safekeeping items with the November 1<sup>st</sup> safekeeping report. **Safe deposit boxes or safekeeping items may not be delivered until you receive written notification from the Treasurer’s office to remit the contents.** When notification is received, all boxes or items are to be sent in their entirety. We will send notification, within 120 days of November 1<sup>st</sup>.

**DO NOT** take cash from an abandoned box for fees.

## **DELIVERY:**

Safe Deposit Box contents must be sent by **certified mail** or by **hand delivery** to the State Treasurer's Office in the Lucas Building. **DO NOT** mail contents to our PO Box.

## **SAFEKEEPING DELIVERY**

### **ADDRESS:**

Iowa Unclaimed Property SDB  
Lucas Office Building  
321 E 12<sup>th</sup> St  
Des Moines, Iowa 50319



**SAFE DEPOST BOX REPORT FORM****(THIS MAY BE USED TO ASSIST IN REPORTING ELECTRONICALLY.)****HOLDER NAME**\_\_\_\_\_**REPORT YEAR**\_\_\_\_\_ **CITY** \_\_\_\_\_ **STATE** \_\_\_\_\_

<b>1. PROPERTY TYPE CODE</b> <b>SD0</b> ____	<b>5. DATE OF ABANDONMENT</b>			
<b>2. OWNER(S)</b>  <table border="1"><tr><td><b>last name</b></td><td><b>first name</b></td><td><b>middle initial</b></td></tr></table>	<b>last name</b>	<b>first name</b>	<b>middle initial</b>	<b>6. BRANCH WHERE PROPERTY WAS HELD</b>  <b>BRANCH NAME</b> _____  <b>CITY</b> _____ <b>STATE</b> _____
<b>last name</b>	<b>first name</b>	<b>middle initial</b>		
<b>3. SOCIAL SECURITY NUMBER</b>	<b>7. CONTENTS INVENTORIED BY:</b>  <b>NAME</b> _____ <b>SIGNATURE</b> _____  <b>NAME</b> _____ <b>SIGNATURE</b> _____  <b>DATE</b> _____			
<b>4.OWNERS MAILING ADDRESS</b>				
<b>Street 1</b>				
<b>Street 2 or PO Box</b>				
<b>City</b> <b>State</b> <b>Zip</b>				

**(a) ITEMIZED DESCRIPTION OF CONTENTS:**

QUANTITY	ITEM DESCRIPTION	QUANTITY	ITEM DESCRIPTION

# Final Checklist & Contact Information

AGGREGATE AMOUNT	\$50.00
REPORT & REMIT DUE DATE	November 1
REPORT FORM	Electronic (NAUPA format on diskette or CD) Electronic reporting helps to ensure that <b>your customers</b> and Iowa's past and present citizens have a better chance of receiving their unclaimed funds quicker and more accurately.
MAILING ADDRESS:	Treasurer State of Iowa Unclaimed Property Division PO Box 10430 Des Moines, IA 50306-0430
COURIER ADDRESS (NOT for SDB deliveries)	Treasurer State of Iowa Unclaimed Property Division MAC N8200-071 800 Walnut St Des Moines, IA 50309
MAKE CHECKS PAYABLE TO:	Treasurer State of Iowa
STOCK REGISTRATION:	MAC & Co FEIN 25-1536944 OR DTC #954 Account # IO7F5000002 ID Agent Bank #26017
DUE DILIGENCE	Letters for properties with a value of \$50 or more mailed at least 30 days prior to reporting.

## HAVE YOU.....

- ✓ Mailed due diligence letters?
- ✓ Filed your report electronically and printed off the holder cover sheet?
- ✓ Had an authorized officer sign the Holder Cover Sheet ?
- ✓ Included the diskette or CD containing the owner detail?
- ✓ Included the remittance check?
- ✓ Mailed the original certificated/statements of stocks to the Bank of New York Mellon in Iowa's nominee's name – MAC & CO?

## ANY QUESTIONS?

Contact:

**Holder Compliance Officer**  
Treasurer State Of Iowa  
Unclaimed Property Division  
Lucas State Office Building  
321 E 12<sup>th</sup> Street 1<sup>st</sup> floor  
Des Moines, IA 50310

**Telephone:** (515)281-7546

**Fax:** (515)281-6962

**Email:** [upreport@iowa.gov](mailto:upreport@iowa.gov)

*\*\*If your company has received **special permission** from the Treasurer of State to send your funds via ACH payment, a letter on company letterhead must be included with your report stating when the funds were transferred and the dollar amount.*